

Town Administrator

Welcome to the Town of Newmarket, NH! As your Town Administrator, it is exciting to work for you, the residents of the community and I am happy to assist you in any way I can. The Town Staff and I are committed to delivering the best community services possible.

Pursuant to the Town Charter, The Town Administrator is appointed by the Town Council to function as the Chief Administrative Officer of the Town, responsible for the proper administration of the day to day operation of the Town government. The Town Administrator supervises all Town departments. It is the Town Administrator's responsibility to keep the Town Council informed of the Town's needs and ongoing conditions, provide reports as may be required or requested by the Town Council. The Town Administrator advises the Town Council on issues that may come before it, but acts in a non-voting advisory capacity only. The Town Administrator prepares the Town's Annual Budget for review and recommendation by the Town Council and the Municipal Budget Committee.

If you have any questions or concerns, please contact us and we will do our best to respond promptly. You will find contact links on each of our department web pages. If you have additional questions or concerns that are not addressed by the appropriate department, feel free to email me at sfournier@newmarketnh.gov or call 603-659-3617. Also, make sure you follow the Town's Twitter feed at @TownofNewmrktNH.

About the Town Administrator

Steve Fournier holds a Bachelor of Arts degree in Political Science from the University of New Hampshire. He previously has served as the Town Administrator of North Hampton, New Hampshire, the Town of Epping and Northwood New Hampshire and as the Director of Administrative Services/Assistant Town Manager of Littleton, NH. Mr. Fournier is a member of the Board of Directors of New Hampshire Local Government Center; the current Chair of the New Hampshire Municipal Association's Municipal Advocacy Committee; a past President of the Municipal Manager's Association of New Hampshire and active in the International City/County Managers Association. In 2005, Mr. Fournier was named by the Union Leader/NH Business and Industry Association as one of forty New Hampshire's upcoming leaders under the age of 40. He is involved in many civic activities, and served the City of Somersworth as a City Councilor from 1996 to 2001, two years as its Deputy Mayor.

The Town Administrator is a member of the International City Management Association and New Hampshire Municipal Management Association. These associations maintain a strict professional code of conduct for public administrators, and those members found violating the code of ethics are subject to private or public censure or even expulsion from membership in the organizations.

Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

TENET 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

TENET 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

TENET 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

TENET 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

TENET 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

TENET 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

TENET 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

TENET 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

TENET 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image

of public service.

TENET 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

TENET 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

TENET 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.